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If you **do not** want the **Pre-Selected Documents or Entire Case File copied**, please make an appointment to review the file at our facility to select the documents needed, or contact the court where the case was closed or filed and make arrangements to review the case at the court location.

To make an appointment to review the file, call us at: 206-336-5134 Monday-Friday (excluding Federal holidays), 8:00 a.m. to 4:00 p.m. Appointments should be made 4 hours in advance.

General Information

- Use a separate NATF Form 92 for each file you request. Blocks 3-7 must be completed on the order form to perform a search for the file. Please discard this instruction sheet. Allow 3 business days from receipt of payment for processing your order.
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- Please note that contents of recent cases may be in both electronic and paper form. If NARA cannot provide you with documents you request we will refer you to the Court that adjudicated the case.

Questions? Concerns? Contact our Research Room staff at the number shown above or visit us at **www.nara.gov**.

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1. LOCATION

NARA, Pacific Alaska Region
6125 Sand Point Way N.E., Seattle, WA 98115-7999
Phone: (206) 336-5134 Fax: (206) 336-5113

2. AREAS SERVED

Alaska, Idaho, Oregon and Washington

3. SELECT COPY PACKAGE (select only one)***Copy Package Not Certified***

- ☐ Pre-Selected Documents — **\$10.00** (20 page maximum)
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☐ Docket Sheet — **\$10.00** (20 page maximum)

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- ☐ Pre-Selected Documents Certified — **\$16.00**
☐ Entire Case File Certified — **\$41.00**
☐ Docket Sheet — **\$16.00**

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4. CASE INFORMATION (obtain from the court in which the case was filed)

COURT LOCATION (city & state)	DEBTOR NAME(S)	CASE NUMBER
TRANSFER NUMBER	BOX NUMBER	LOCATION NUMBER

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